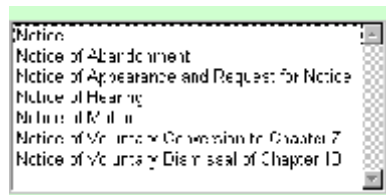


FILING A NOTICE OF HEARING

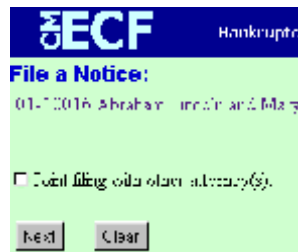
- * Click **Bankruptcy** on the CMECF Main Menu Bar.
- * At the Bankruptcy Events screen, click **Notices**.
- * At the Case Number screen, enter your case number.
- * Click **Next**.

The Notice Selection screen appears as shown below.



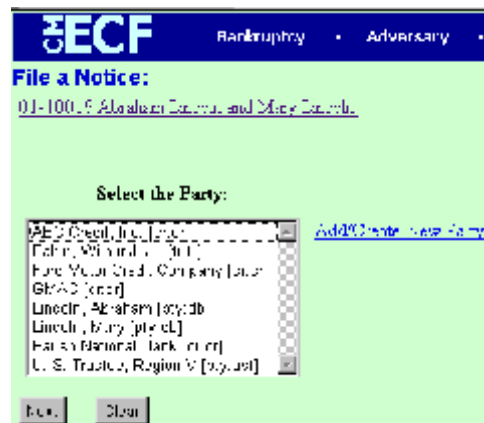
- * Select the type of notice being filed.
- * Click **Next**.

The Joint Attorney screen appears.



- * If another attorney is joining in the filing, select the box.
- * If this is not a joint filing, do not select the box.
- * Click **Next**.

The **Party Selection** screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and tabs for "Bankruptcy" and "Adversary". Below the header, the text "File a Notice:" is followed by a link "01-100.16 Adversary Complaint and Motion to Dismiss". The main area is light green and contains the instruction "Select the Party:". Below this is a scrollable list box with the following entries: "ABC Credit, Inc. [abc]", "ABC, William J. [abc]", "ABC Your Credit Company [abc]", "GKAC [abc]", "Lincoln, Abraham [abc]", "Lincoln, Mary [abc]", "Faint Memorial Park [abc]", and "U. S. Trustee, Region V [abc]". To the right of the list box is a link "Add/Change Party Name". At the bottom of the screen are two buttons: "Next" and "Clear".

- * Select the party on whose behalf the notice is being filed.
- * Then click **Next**.

The **PDF Selection** screen appears as shown below.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and tabs for "Bankruptcy" and "Adversary". Below the header, the text "File a Motion:" is followed by a link "01-100.16 Adversary Motion and Motion to Dismiss". The main area is light green and contains the instruction "Select the pdf document (for example 01-100.16-01.pdf)". Below this is a text field labeled "Filename" with a "Browse..." button to its right. Underneath the text field is a section labeled "Attachments to Document:" with radio buttons for "No" and "Yes". At the bottom of the screen are two buttons: "Next" and "Clear".

You need to locate, preview and associate the PDF file with the docket entry.

- * Click the **Browse** button.

Notice/Hearing r31502

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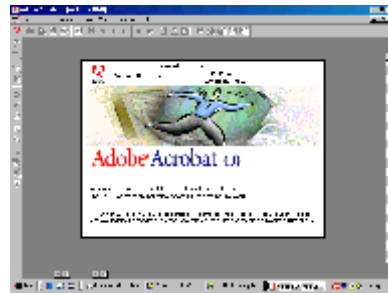
- Page 9.3

Notice/Hearing r31502

- Page 9.3

- Page 9.3

The following screen will flash as Adobe Acrobat Reader opens.



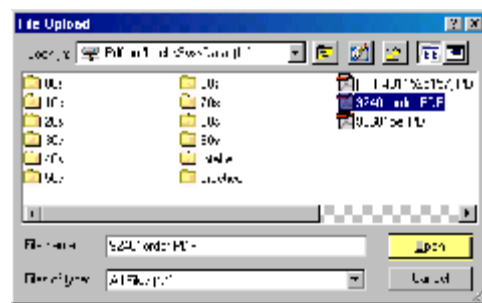
The selected file will open with Adobe Acrobat Reader.



- * Check the file to confirm that it is the correct one.
- * Close Acrobat Reader by clicking the **X** on the (blue) Adobe Title bar.

This will bring you back to the File Upload window.

- * Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This associates the PDF file with the docket entry as shown in the screen below.

ECF

User Registry All Filings

File a Motion:

[ECF Motion: Introduction and Help](#)

Go to the pdf court for example: 03-13-071212 p.4

Username


Browse...

Attachments to Document: 0

Back Close

- * When the file is associated, click **Next**.

The **Hearing Information** screen appears as shown below.


[Contracting](#)
[Advertising](#)
[Society](#)
[Reports](#)
[Utilities](#)
[Jobs](#)

File a Notice:

0.100.4 Kansas Check and Release

Having Information on

Posting To: Country: Posting To: (Optional)

Where:

☐ I understand my notice is being posted on the posting board on the web page.

NOTE: If you want your notice to appear on our website, you must post your notice on our website. If you do not post your notice on our website, it will not be posted on our website.

[Back](#) [Close](#)

- * Enter the Date, Time and Location of the hearing in the appropriate fields.
- * In the **Does this refer to...** box, select **Yes**.
- * Click **Next**.

The **Category Selection** screen appears.

[illegible]

* Select **Motion**.

* Click **Next**.

The next screen displays all the pending motions in the case.

<input type="checkbox"/>	09252001	Motion for Relief from Stay - Receipt Number on File Amount \$75. Filed by ABC Credit, Inc. (Creditors Trust)
<input type="checkbox"/>	01152001	Motion to Convert Case to Chapter 7 - Receipt Number on File Amount \$ 0. Motion to Dismiss Case Filed by J. B. Evans, Esq. (J. B. Evans, Esq.)
<input checked="" type="checkbox"/>	10242001	Motion for Relief from Stay - Receipt Number on File Amount \$75. Filed by Bank National Bank, (Bank National Bank, (Bank National Bank))

Next Back

* Select the box to the left of the motion to which the notice refers.

* Click **Next**.

The next screen as shown below will show the schedule records associated with the docket entry.

NOTE: PAY CAREFUL ATTENTION TO THIS SCREEN!

IT IS VERY IMPORTANT that you de-select the “Create Schedule...” box and select the “Motion ...” box.

Type	Date	Time	Location	Prompt
jug	11/15/2001	10:00	301 Main Street, Suite 700	

Select from the following docket entries those which the above schedule records should be associated with.

☒ Create Schedule record for current docket entry

☐ Motion for Relief from Stay, Receipt Number on File Amount \$75. Filed by Bank National Bank, (Bank National Bank, (Bank National Bank))

Next Back

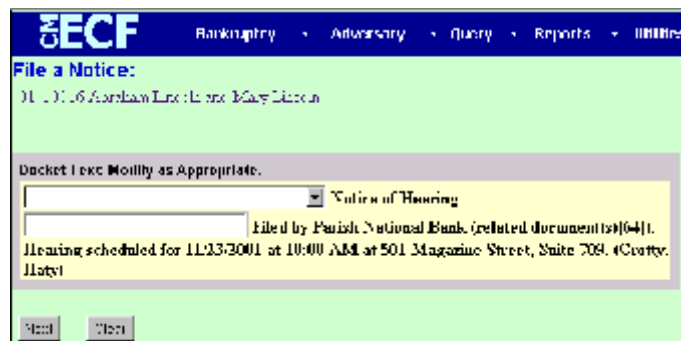
* Verify the hearing date, time and location.

* **Remove the check from the box next to “Create schedule record”**

* **Select the box next to the motion you’re noticing for hearing.**

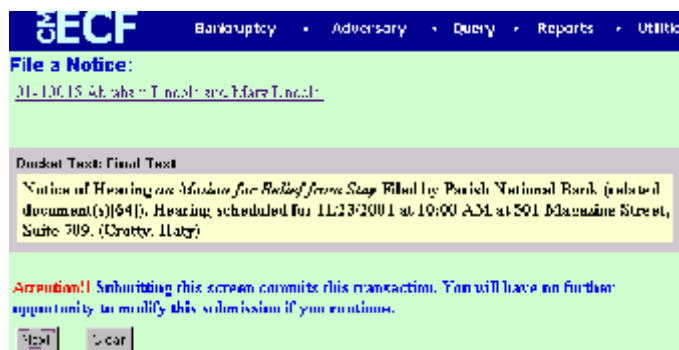
* Click **Next**.

The **Modify Docket Text** screen appears.



- * In the Optional Text box, type “on Motion for ...” to identify the motion which is the subject of the notice.
- * Click **Next**.

The **Final Docket Text** screen appears.



- * Read the docket entry carefully.

This is your last opportunity to make any corrections.

NOTE: BEFORE the final submission of an entry, you may use the browser **BACK** button at any time during a docketing process to verify or make corrections to a prior screen.

BEFORE the final submission of an entry, you may cancel or abort an event at any time during the docketing process by clicking on another menu option on the CMECF Main Menu Bar.

- * If the entry is correct, click **Next**.

The Notice of Electronic Filing appears which notice states the date and time of filing and furnishes hyperlinks to the document and docket sheet. This is your proof that the document was filed. It is recommended that you print this notice for your records.

